SCHEV
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**State Council of
Higher Education for Virginia**

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School Catalog Checklist

Prospective students, as well as current students and any person(s) of interest, are entitled to sufficient data to make a rational choice of training opportunities and institutions. A school is therefore obligated to provide sufficiently detailed data in advance of enrollment to assure that prospective students clearly understand their opportunities, limitations and obligations.

Prior to an applicant signing an enrollment agreement, a school is required to provide the applicant with the school catalog and/or student handbook (written or electronic) which is readily identifiable as such. The catalog/student handbook must be designed, written, and printed to convey an accurate impression of the school; as such, the school, its agents or admissions personnel must not make any statement or representation that is false, misleading, and inaccurate regarding the school. The school must not make superfluous statements about itself and/or its program that are not true and/or documented by a reputable source. The catalog/student handbook should be written to disclose rules, procedures and policies for the student only.

To assist the school in the development of a school catalog, SCHEV has created the following School Catalog Checklist. Please complete this checklist by listing the page where the catalog addresses each required element. Then, submit it with a draft of your school catalog. Please note it is the school's responsibility to ensure the school catalog is compliant with, and meets all requirements set forth by 8 VAC 40-31 et. seq. of the *Virginia Administrative Code.*

	General Information	
☐	The school name as it appears on the application for certification.	**Page**
☐	Date of publication, volume number or other identifying data.	**Page**
☐	School's complete street and/or mailing address, office and fax telephone numbers in its Virginia location, and website address, if available.	**Page**
☐	A statement that the school is certified to operate by the State Council of Higher Education for Virginia (SCHEV).	**Page**
☐	A table of contents, an index, or both.	**Page**
☐	The name and address of the school's accrediting body, if applicable.	**Page**
☐	The name and address of professional organizations related to the programs of study offered by the school with which the school has membership or other relationship, if applicable.	**Page**
☐	School's mission statement and/or philosophy.	**Page**
☐	School's purpose including a statement of the relative degree of emphasis on instruction, research and public service.	**Page**
☐	A statement demonstrating that the school's proposed program offerings are consistent with its stated purpose.	**Page**
☐	A statement regarding the history and development of the school.	**Page**
☐	A description of the school's facilities and equipment.	**Page**
☐	Information about the school's library and all other additional academic resources.	**Page**
☐	A listing of all programs offered by the school and official name of the credential conferred.	**Page**
☐	A description of the school's activities including telecommunications activities away from it principal/main location.	**Page**
☐	A listing of all locations in Virginia at which the school will offer courses.	**Page**

☐	The school's hours of operation.	**Page**
☐	A calendar of the school, showing beginning and ending dates for each school year, semester, quarter, term and/or sessions, vacation periods, and holidays observed by the school.	**Page**
☐	If the institution's main campus/corporate office is in another state, the following information must be disclosed about the school's main campus/corporate office: (1) A statement that the school's governing body has approved each course/degree/diploma or certificate program offered in Virginia, (2) the name of the appropriate state agency in the main campus/corporation office location, if any, that has granted the necessary approval to offer course/degree/diploma or certificate program in Virginia, and (3) and a statement that that credits and/or coursework earned at the Virginia location can be transferred to location(s) outside of Virginia as part of an existing degree, diploma, or certificate program offered by the school.	**Page**
☐	A statement regarding the availability of the Student Right-To-Know and Campus Security Act information.	**Page**

Admissions and Entrance Requirements

☐	A description of the school's admission policies and entrance requirements.	**Page**
☐	Additional entrance requirements for specific programs, if applicable.	**Page**
☐	Application deadlines for the enrollment periods covered by the catalog publication dates, if applicable	**Page**
☐	A statement describing how a student is accepted and notified of acceptance.	**Page**
☐	Conditions of provisional acceptance and the necessary requirements to satisfy the conditions and the deadline for determination of full acceptance as of the terms of the school's admissions policy.	**Page**
☐	The criteria for transfer credit accepted by the school, if applicable OR a statement informing students that the school does not give credit for work completed at other institutions	**Page**
☐	A statement informing students that credits earned at the school are transferable to another institution at the sole discretion of the accepting institution.	**Page**
☐	School's policy concerning granting of credit for life or work experience and how these credits will be documented on the student's official transcript.(NOTE: This policy must be approved by SCHEV.)	**Page**

Student Disclosure Information

☐	The school's grading or progress system.	**Page**
☐	The school's standards and requirements for satisfactory progress and the course of action taken when the satisfactory progress is not met.	**Page**
☐	The school's required grades or other criteria required for satisfactory completion of the program.	**Page**
☐	A description of how and when students receive their grades or progress reports.	**Page**
☐	Students' rights, privileges, and responsibilities.	**Page**
☐	School's procedure for handling student complaints/grievances.	**Page**
☐	A statement indicating SCHEV is the agency of last resort in the grievance process.	**Page**
☐	A statement that ensures student(s) will not be subject to unfair action and/or treatment by any school official as a result of the initiation of a complaint.	**Page**

Probation, Dismissal and Readmission

☐	School policy regarding whether a probationary period is given for unsatisfactory grades or progress.	**Page**
☐	The specific criteria which results in a student being placed on probation.	**Page**
☐	The length of the probationary period.	**Page**
☐	The criteria for clearing probationary status.	**Page**
☐	School policy regarding dismissal for unsatisfactory grades or progress.	**Page**
☐	The criteria for re-admittance after dismissal due to unsatisfactory grades, if applicable.	**Page**
☐	The specific criteria for dismissal for reasons other than unsatisfactory grades or progress.	**Page**
☐	The conditions under which a student will not be readmitted.	**Page**

Student Records

☐	A description of student records the school maintains while a student is enrolled and after the student is no longer enrolled.	**Page**
☐	The length of time that student records are maintained after the student is no longer enrolled.	**Page**
☐	A description of how the school maintains student confidentiality.	**Page**
☐	An explanation as to how a student may obtain a copy of his/her academic and financial records.	**Page**
☐	An explanation as to under what circumstances an academic record/transcript and/or the financial history of the student will not be released.	**Page**

Student Conduct

☐	A description of the type of conduct expected of students and the type of conduct that will not be tolerated.	**Page**
☐	A statement on action(s) the school will take when a student violates schools standards of conduct. Please include how the student is to request information from the school and how the school will handle, communicate, and respond to the student under these conditions.	**Page**
☐	A statement describing the dismissal policy for unsatisfactory conduct, if applicable.	**Page**
☐	The appeal process and the condition(s) for readmittance if a student is dismissed due to unsatisfactory conduct.	**Page**
☐	Student guidelines and policies, including any specific prohibitions or requirements.	**Page**
☐	Student dress code, if applicable.	**Page**
☐	Any additional ethical standards required by the school and/or the program industry, at large, that is necessary for the success of the student, if applicable.	**Page**

Attendance/Leave of Absence Information

☐	School's policy on distinguishing types of absences such as excused, unexcused, full day, late arrival, early dismissal, or class absences.	**Page**
☐	The standards the school uses to determine types of absences and the way absences are recorded.	**Page**
☐	School's definition of tardiness.	**Page**
☐	A statement of how tardiness affects attendance.	**Page**
☐	A statement that discloses the policy that a student will be withdrawn from the program after missing 14 calendar days (including weekends & holidays) after the student's last date of attendance.	**Page**
☐	A statement on how the school will handle assigning and grading make-up work due to absences.	**Page**
☐	School's policy on the consequences of unsatisfactory attendance (e.g. probation, dismissal) and policy on readmittance.	**Page**
☐	A detailed description of the school's policy on granting leaves of absence.	**Page**
☐	The specific condition(s) when a leave of absence is granted.	**Page**
☐	Any limitations on the time or number of leaves of absence.	**Page**
☐	A statement explaining the actions taken by the school when the student does not resume attendance on the return date.	**Page**

Tuition, Fees and Refunds

☐	A statement of tuition and fees and other charges related to enrollment, such as deposits, fees, books and supplies, tools and equipment, and any other charges for which a student may be responsible. The school must identify all nonrefundable fees.	**Page**
☐	A description of all financial assistance available to students. Please identify if the school participates or does not participate in the federal student aid program.	**Page**
☐	A statement on rules and conditions of installment payments, if applicable..	**Page**
☐	The criteria for refunds of tuition and fees.	**Page**
☐	An explanation of the withdrawal/cancellation policy that includes the three (3) day cancellation period.	**Page**
☐	The school's refund policy for tuition and fees.	**Page**

Program Curriculum

☐	The educational objective of each program.	**Page**
☐	Prerequisites for each course, if required.	**Page**
☐	A listing of all required courses for each program offered and the credential awarded upon completion. The listing must also include: the number of contact hours of lecture, lab, and externship and total credit/clock hours for each course.	**Page**
☐	A brief description of each course offered. Include course number and clock/credit hours awarded for each course.	**Page**
☐	Explain the expectations and requirements for successful completion of an internship/externship or production work deemed part of the curriculum for any program.	**Page**
☐	The measures the school takes to evaluate and to improve the program success to be consistent with the mission of the school.	**Page**
☐	A statement on faculty accessibility for academic and/or course advising at stated times outside a course's regularly scheduled class hours.	**Page**
☐	A statement as to the availability of all academic support services (i.e., tutoring services/student services/academic and personal advising).	**Page**
☐	Graduation requirements.	**Page**
☐	If the institution offers programs leading to the A.A.S. or A.O.S. degree, a statement that these programs are terminal/technical programs and the credit generally earned in these programs are not applicable to other degrees.	**Page**
☐	A statement that accurately details the type and amount of career advising and placement services offered by the school.	**Page**
☐	For all courses and programs offered via distance education, the school must provide a statement informing students of the minimum technology specifications required, available student support services, available navigation training, methods for timely interaction between students and faculty, and information exchange privacy and safety policy.	**Page**

Ownership and Faculty Information

☐	A list of all trustees, officers, entities or institutions that have a controlling ownership or interest in the school, including academic credentials.	**Page**
☐	Name(s) of chief school officers, the names of administrators for each branch location, including academic credentials.	**Page**
☐	The powers, duties and responsibilities of the governing board, chief operating officer(s), president, director, chief administrators, and/or owners.	**Page**
☐	The powers, duties and responsibilities of students, if students participate in the institutional governance.	**Page**
☐	A listing of chief administrators, advisors and faculty members of the institution, stating academic/professional/licensure credential held and awarded, and all specialized training relating to the areas of instruction.	**Page**

Submitted by: Title:

Date: